

# **Peak Time Kids Club**

## **Missing Child Policy and Procedure**

Peak Time Kids' Club has the highest regard for the safety of the children in its care. Staff will be extremely aware of the potential for children to go missing during sessions.

If it is suspected that a child is missing or any reason the following procedure should be followed:

- Double check the child has arrived, signed in and not yet been collected. If they are booked in and have not arrived, check with their school and parents.
- Immediately share concerns with other staff and a thorough search of the entire premises will start.
- The staff will ensure other children remain safe and are adequately supervised.
- Make a search of all of the grounds and surrounding roads, including School Lane, Church Bank and the nearest parts of Main Road.
- If after 15 minutes of thorough searching the child is still missing, the coordinator will inform the police and then the child's parent/carers.
- While waiting for the police the search will continue. Other members of staff will maintain as normal a routine as is possible for the rest of the children at the club.
- The Coordinator will be responsible for meeting the police and parent/carer and will coordinate any actions instructed by the police.
- Once the incident is resolved the staff team will review relevant policies and procedures and implement any changes.
- All incidents of children going missing will be recorded on the incident forms. When police or social services have been informed Ofsted will also be informed.